

## Checklist for Photo and Filming Request

This checklist will help to insure your request form will be complete and detailed.

- ❑ Make preliminary phone contact with the Forest Service as early as possible to obtain information and coordinate with appropriate contact.
- ❑ Describe the needs and type of location desired for filming.
- ❑ Submit a Photography & Filming Request Form (for smaller projects) at least 5 to 10 days prior to desired shoot date.(if required) (Shorter timeline request will be done on a case by case basis).
- ❑ List the number of people to be involved on location in the request for, as this pertain to the land use fee calculation.
- ❑ Provide a time schedule including dates and locations of operations, set-up and take down.
- ❑ List all vehicles, equipment, chemicals, and other materials that will be used or transported.
- ❑ Script or storyboard and a thorough, written description of the film project should be included with the filming request form.
- ❑ Certificate of Insurance or Policy (Insurance instructions are included with the filming request form).
- ❑ Documents showing coordination between other parties, such Location Agreements, Permits necessary from County, Department of Transportation, private landowners, other permittees.
- ❑ Performance Bond or other acceptable methods of surety if deemed required.
- ❑ All fees (i.e., processing and land use fees) are due and payable, preferably by cashier's check or money order, prior to filming. Fee payments should be made payable to "USDA Forest Service".
- ❑ The permit, Operating Plan, and if required, a Financial Plan or Collection Agreement, must be signed by an authorized production company representative. Proof of authorization to execute documents by a location manager on behalf of the company must be provided.